

Reimbursement Request Worksheet

Project Title:

ARC Project No:

Dates of this reporting period:
From: To:

	ARC (Federal) Share			Matching (non-Federal) Funds			Total Program Outlays		
	Project Budget*	Current Period**	YTD***	Project Budget*	Current Period**	YTD***	Project Budget*	Current Period**	YTD***
BUDGET CATEGORY									
Personnel							\$ -	\$ -	\$ -
Benefits							\$ -	\$ -	\$ -
Travel							\$ -	\$ -	\$ -
Equipment							\$ -	\$ -	\$ -
Supplies							\$ -	\$ -	\$ -
Contractual							\$ -	\$ -	\$ -
Other							\$ -	\$ -	\$ -
Total Direct	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Indirect costs							\$ -	\$ -	\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

* Figures from "Project Budget" column should be taken from the most recently **approved** project budget.

** Amount shown in the "Current Period" column should reflect costs incurred only during the current reporting period. This usually covers four months.

*** Amount shown in the "YTD" column is the total cost of this line item from the **start of the project** through the end of the current reporting period.

NOTE: Indirect cost rates are approved by the grantee's cognizant Federal agency as described in OMB Circular A-87 and others. To claim reimbursement for indirect costs, they must be included as a line item in the most recently-approved ARC budget.